Edward Byrne Memorial Justice Assistance Grant (JAG)

2014 Drug Task Force (DTF) Project Pre-Bid Webinar

Missouri Department of Public Safety

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DEPARTMENT OF PUBLIC SAFETY CRIMINAL JUSTICE/LAW ENFORCEMENT UNIT CONTACT INFORMATION

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OUTLINE FOR TODAY

1. General Information

2. Grant Guidelines

3. Application

4. Post-Application Information

5. Post-Award Reporting Requirements

6. Other Resources

7. Questions?

GENERAL INFORMATION

SOURCE OF FUNDS

- February 26, 1988
  - New York Police Officer, Edward R. Byrne was on detail protecting a witness who agreed to testify in court against local drug dealers
  - Distracted by a knock on the passenger-side window
  - Shot 5 times in the head
  - Both gunmen, along with lookouts, fed the scene
  - Died from wounds at the age of 22
  - Four assailants were captured six days after the murder and were eventually sentenced to 25 years to life
  - Edward Memorial Formula Grant (Byrne) created in Officer Byrne's honor

- Federal Administering Agency:
  - U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)

- 42 U.S.C. 3751(a) - 2005:
  - Edward Byrne Memorial Justice Assistance Grant (JAG) Program combined the Edward Byrne Memorial Formula Grant (Byrne) and Local Law Enforcement Block Grant (LLEBG) Programs to streamline funding and grant administration.

FUNDING

Base Allocation + Formula Allocation (population & crime) → **Missouri**
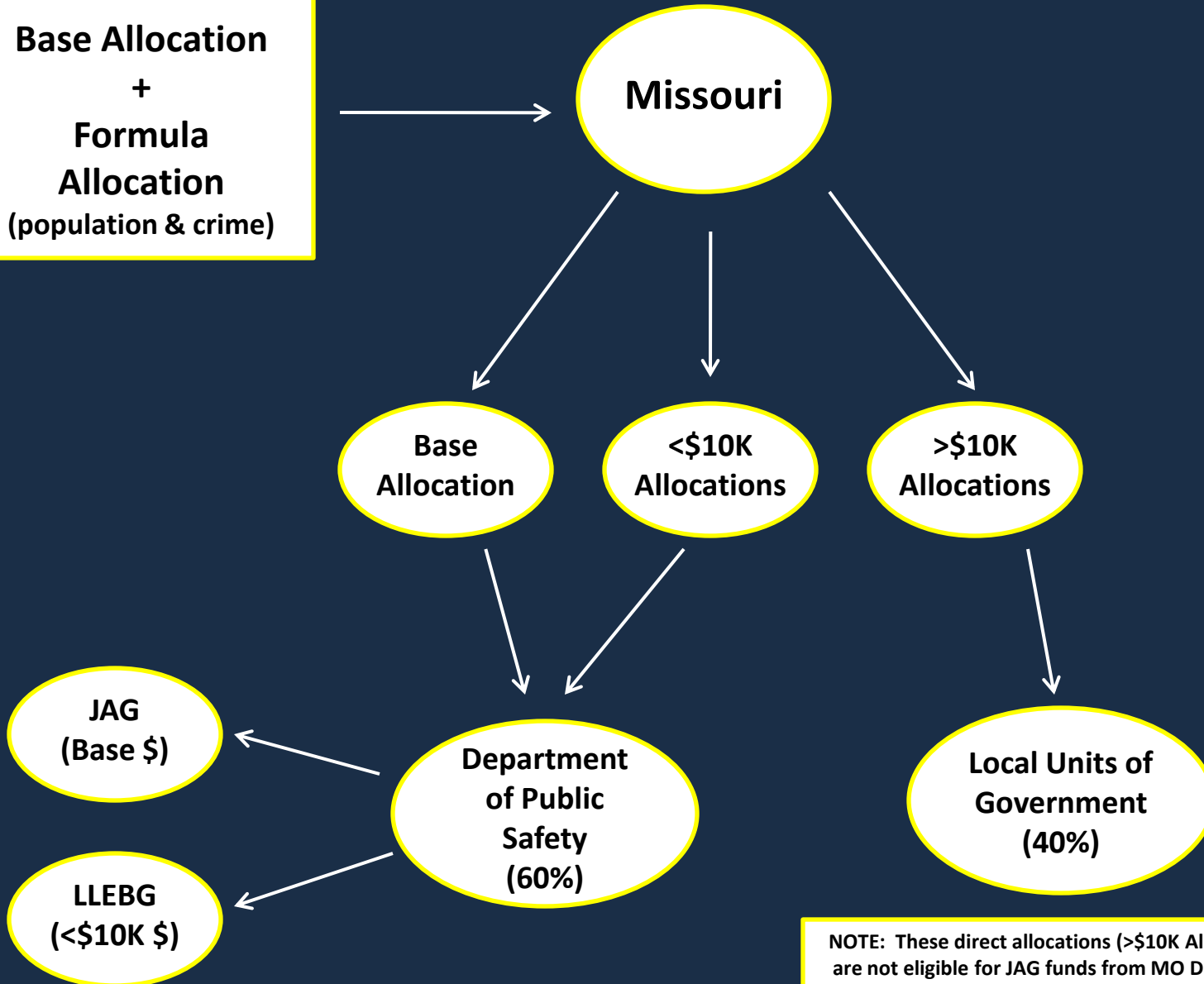
Missouri →
- **Base Allocation**
- **<$10K Allocations**
- **>$10K Allocations**

Base Allocation and **<$10K Allocations** → **Department of Public Safety (60%)**

>$10K Allocations → **Local Units of Government (40%)**

Department of Public Safety (60%) →
- **JAG (Base $)**
- **LLEBG (<$10K $)**

NOTE: These direct allocations (>$10K Allocations) are not eligible for JAG funds from MO DPS unless the project is multi-jurisdictional.

FEDERAL AWARD OVERVIEW

Federal Fiscal Year	Federal Award Date	Federal Project Period	JAG	JAG Change from Previous Year	LLEBG (>$10K)
FY 2005	10/1/2005	10/1/2004 – 9/30/2008	$5,200,115.80	N/A	$937,373.00
FY 2006	10/1/2006	10/1/2005 – 9/30/2009	$3,054,596.80	- 41.26%	$709,547.00
FY 2007	10/1/2007	10/1/2006 – 9/30/2010	$4,737,674.30	+ 55.10%	$873,931.00
FY 2008	10/1/2008	10/1/2007 – 9/30/2011	$1,971,915.25	- 58.38% (ARRA)	$482,295.75
FY 2009	10/1/2009	10/1/2008 – 9/30/2012	$5,215,081.60	+ 164.47%	$813,572.00
FY 2010	10/1/2010	10/1/2009 – 9/30/2013	$5,042,904.30	- 3.3%	$804,044.00
FY 2011	10/1/2011	10/1/2010 – 9/30/2014	$4,057,417.80	- 19.54%	$646,188.30
FY 2012	10/1/2012	10/1/2011 – 9/30/2015	$3,218,055.30	- 20.69%	$607,462.20
FY 2013	10/1/2013	10/1/2012 – 9/30/2016	$3,258,824.00	+1.27%	$607,462.20
FY 2014	10/1/2014	10/1/2013 – 9/30/2017	?	?	?

- Federal Fiscal Year = October 1 to September 30
- State Fiscal Year = July 1 to June 30

- FY 2014 Federal Preliminary Total Award = $4,228,536 (compared to $4,385,920 in FY 2013; approximately $160,000 less)
- FY15 State Budget includes request for $1.5 million

GRANT GUIDELINES

GOVERNING DIRECTIVES

- 42 U.S.C. 3750 Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968

- Office of Justice Programs (OJP) Financial Guide:
  www.ojp.usdoj.gov/financialguide/index.htm

- Office of Management and Budget (OMB) Circulars:
  www.whitehouse.gov/omb/circulars_default
    - A-87: Cost Principles for State and Local Governments
    - A-102: Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments
    - A-133: Audits of States, Local Governments, and Non-Profit Organizations

- 28 CFR Part 69: Restrictions on Lobbying

- 28 CFR Part 23: Criminal Intelligence Systems Operating Policies

- Executive Order 12549: Debarment and Suspensions

- Variety of other federal laws, rules, and guidance

ELIGIBLE APPLICANTS

- Any state or local unit of government
  - Except those eligible for a direct FY 2013 JAG award, unless submitting for a multi-jurisdictional project
  - Refer to Appendix A of the 2014 JAG Solicitation, page 112
  - Non-profit or for-profit organizations are not eligible

- State agencies must have budgetary spending authority <u>prior</u> to submitting an application

- Law enforcement agencies must apply through their respective local unit of government (pass-thru agency)

- Jurisdictions currently served by a grant-funded task force should request resources through the established task force

- Separate application for each "project"

ELIGIBILITY REQUIREMENTS

Applicant must be in compliance with the following state statutes:

- **Section 195.509 RSMo:** Intergovernmental Drug Laws Enforcement Act
  - Operate pursuant to intergovernmental contracts, and involve two or more units of local government;
  - Establish a MEG policy board composed of 1) an elected official (or his designee), 2) the chief law enforcement officer from each participating unit of government ,and 3) a representative of a hazardous materials response team or a representative of the local fire response agency;
  - Designate a single appropriate official of a participating unit of local government to act as the financial officer of the MEG for all participating units of the local government and to receive funds for the operation of the MEG;
  - Limit its target operation to enforcement of drug laws;
  - Cooperate with the Department of Public Safety to assure compliance with sections 195.501 to 195.511;
  - Cooperate with the local hazardous material response team to establish a local emergency response strategy.

- **Section 43.505 RSMo:** Monthly Uniform Crime Reporting (UCRs)

- **Section 590.650 RSMo:** Annual Racial Profiling Reporting

- **Section 513.653 RSMo:** Annual Federal Forfeiture Report

- **Section 590.700 RSMo:** Recording of Custodial Interrogations

- **Section 577.005 RSMo:** Forwarding Intoxication-Related Offenses

ELIGIBLE PROGRAM AREAS

1. Law Enforcement

2. Prosecution & Court

3. Prevention & Education

4. Corrections & Community Corrections

5. Drug Treatment

6. Planning, Evaluation, & Technology Improvement

7. Crime Victim & Witness Programs

ELIGIBLE BUDGET CATEGORIES

1. Personnel
2. Personnel Benefits
3. Personnel Overtime
4. Personnel Overtime Benefits
5. Travel/Training
6. Equipment
7. Supplies/Operations
8. Contractual

ALLOWABLE COSTS

- OJP Financial Guide, Part III, Chapter 3.9
- Allowable costs include, but are not limited to:

- Salaries & Benefits
- Overtime & Benefits
- Training & Travel Costs
- Fleet Fuel/Mileage
- Equipment
- Office Furniture
- Vehicle Lease or Purchase
- Vehicle Insurance
- Office Telephones
- Cell Phones
- Internet Service

- Postage
- Office Supplies
- Field Supplies
- Office Rent
- Officer Liability Insurance
- Utilities
- Printing
- Training Materials
- Membership Dues
- Consultant Services

UNALLOWABLE COSTS

- In part based on OJP Financial Guide, Part III, Chapter 3.13

- In part based on DPS-imposed liabilities

- Unallowable costs include, but are not limited to:

- Acquisition of Real Property
- Aircraft (excluding police helicopters)
- Alcohol/Bar Charges
- Bonuses or Commissions
- Canines and Canine Expenses
- Compensation of Federal Employees
- NEW FY15! Confidential Funds
- Construction/Renovation Projects
- Consultant Rates over $450/day
- Entertainment Expenses
- Finance Fees/Late Charges
- First Class Travel
- Less than Lethal Weapons

- Lobbying or Fundraising
- Military-type Equipment
- Non-Compliant Mobile Radios
- Personal Incentives for Employment
- Pre-Paid Fuel or Phone Cards
- Push Bumpers
- Radar Guns
- Spikes/Stop Sticks
- Tasers
- Vehicles (excluding police cruisers)
- Vessels (excluding police boats)
- Weapons and Ammunition

PROJECT PERIOD

- Contract Period: July 1, 2014 to June 30, 2015
  - 12 month contract period
  - No requests to extend this contract period
  - Any funds not used will lapse

- Funds obligated within the contract period
  - Activities occurring before the contract period start date or after the contract period end date are not allowable
  - Must pro-rate expenses where necessary

- Funds expended within 60 days of contract period end

- Funds disbursed monthly (reimbursement)

LOCAL MATCH

- No local match requirement
  - Local match created buy-in from the member agencies
  - Local match augmented the grant funding
  - Federal agency is encouraging all states to discontinue the match requirement
  - Grantees can continue imposing mandatory and/or voluntary contributions from member agencies
    - Objective is to have all signing MOU members contribute something of value to the task force
  - Must be mindful of the total amount of funding available vs. the total amount of requests
  - Agencies that must rely on federal equitable sharing funds must be mindful of the permissible uses of those federal dollars

APPLICATION

GENERAL APPLICATION GUIDELINES

- There will only be 1 solicitation
  - Apply for EVERYTHING under this funding opportunity!
  - Priority funding areas have not been determined
  - DPS will sort out the fund sources

- Solicitation released Wed., May 21, 2014
  - DPS JAG website: http://www.dps.mo.gov/dir/programs/cjle/jag.asp
  - DPS WebGrants Funding Opportunity:
    https://dpsgrants.dps.mo.gov

- Applications must be submitted online in WebGrants
  - Paper applications will not be accepted

- Applications due by 5:00 p.m. on Wed., June 18, 2014
  - WebGrants will not accept late applications - - start early!

HOW TO APPLY

- Applicant must be registered within WebGrants to access the grants management system and funding opportunity

- Use the JAG Solicitation and the WebGrants form instructions to aid in the completion and submission of an application; re-read the form instructions and the information provided to ensure relevance and completeness

- The JAG Drug Task Force (DTF) Application has 14 components (forms); each component must be "Marked Complete"

- Form and field instructions have been provided to aid in the completion of each form

- Each form has required fields indicated by a red asterisk (*) ; form cannot be saved until each field contains data

- Do not use CAPS when filling out the application forms!!

STEP #1 – LOGIN or REGISTER

Returning Users or Organizations: enter UserID and Password

New Organizations: click the 'Register Here' link; refer to page 12 of the 2014 JAG Solicitation

STEP #2 – VERIFY 'MY PROFILE'

1. Maintain profile and contact information

2. Maintain organization's information
   – Do not change the Applicant Agency name though

3. Add additional registered users
   – Add only if individual is not already a registered user
     • Notify DPS to add if individual is already a user associated with a different grant
   – Existing sub-grantees should submit a "Change of Information Form" if new individuals are added by sending an email via the 'Correspondence' component of WebGrants

4. Remove registered users
   – Do not delete a registered user yourself; the individual is not automatically removed from the General Information form as a grantee contact or from the Distribution List
   – Notify DPS if an individual needs to be removed
     • Existing sub-grantees should submit a "Change of Information Form" via the 'Correspondence' component of WebGrants
     • New applicants should contact a DPS staff member identified in the solicitation

CLARIFICATION OF ALERTS & NOTIFICATIONS

- Two types of notifications:
  - Automated alerts triggered on application and grant phases (e.g. status change, submission, negotiation, approval, not approved)
  - Mass distribution list emails from DPS staff (e.g. reminders, updates, training notices)

- Alerts/Notifications are sent from dpswebgrants@dps.mo.gov
  - Add to safe sender list or a contact list to avoid being treated as junk/spam
  - Do not overlook these alerts as they can contain important and time-sensitive information

- While the record is in the "My Applications" module, only the Primary Contact receives system-generated alerts

- While the record is in the "My Grants" module, the Primary Contact and Additional Grantee Contacts, as applicable, receive system-generated alerts

STATUS OVERVIEW

My Applications:

- Submitted – application has been submitted by the grantee
- Under Review – application has been assigned for review
- Correcting – application is being edited by the grantee
- Approved – application has been approved, following any necessary revisions by the grantee
- Awarded – award of contract documents being signed by grantee and grantor

My Applications – Archived Applications:

- Editing – application was initiated but never submitted prior to the close of the funding opportunity
- Withdrawn – application has been withdrawn from consideration by the grantor per request by the grantee

My Grants:

- Underway – application officially becomes a grant
- Suspended – grant has been "frozen" due to delinquent reporting and/or inappropriate activities

My Grants – Closed Grants:

- Closed – grant has been closed by grantor

WEBGRANTS - MAIN MENU
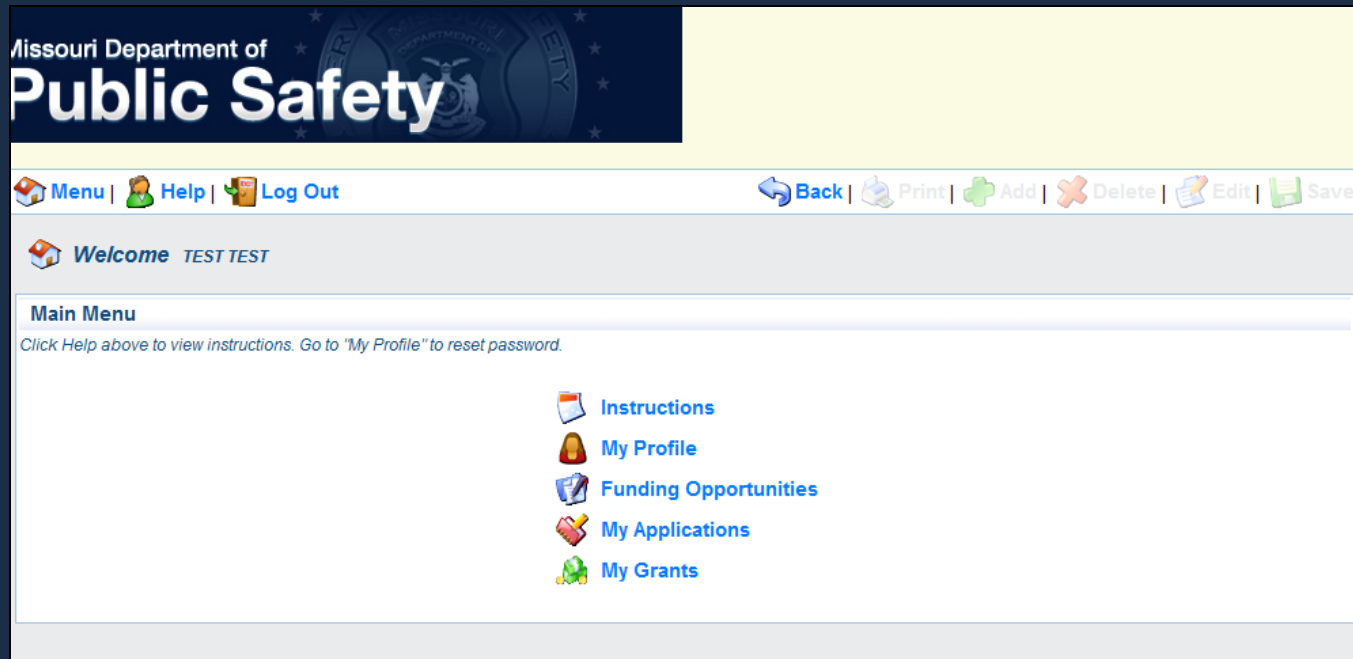
- Instructions: general instructions and navigational aids
- My Profile: maintain contact information, reset password, & add users
- Funding Opportunities: displays posted program funding opportunities
- My Applications: displays previously created applications for the user's organization
- My Grants: displays awarded grants for a user's organization

STEP #3 – FIND FUNDING OPPORTUNITY

1. Select "Funding Opportunities" from the Main Menu

2. Select the appropriate "Opportunity Title" from the list of posted grants

STEP #4 - CREATE APPLICATION

Funding Opportunity screen includes:

- General Information
- Description
- Attachments
- Website Links

1. Copy Existing Application:

- used by organizations reapplying for funds under the JAG program area
- application is created with same information supplied for the 2013 JAG application (if the same form is used)

2. Start a New Application:

- used by organizations that have not applied under the JAG program area
- application is created with no existing data

MAKE SURE IF COPYING AN EXISTING APPLICATION, TO COPY FROM THE SAME PROGRAM AREA!!

ALSO, IF COPYING AN EXISTING APPLICATION, BE PATIENT AND DO NOT CLICK SAVE MORE THAN ONCE!

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
	No existing applications	

Opportunity Details   Copy Existing Application | Start a New Application

31918-2014 JAG - DTFs (Test)

Edward Byrne Memorial Justice Assistance Grant (JAG)
Application Deadline: Accepted on a Continual Basis

Award Amount Range:	Not Applicable	Program Officer:	Heather Haslag
Project Start Date:	07/01/2014	Phone:	573-751-1318 x
Project End Date:	06/30/2015	Email:	Heather.Haslag@dps.mo.gov
Award Announcement Date:			
CFDA Number:	16.738		

Description

Background:

In honor of Police Officer Byrne, a major U. S. Department of Justice initiative was titled the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Department's Bureau of Justice Assistance (BJA) administers the program, which allow states and local governments to support a broad range of activities to prevent and control crime and to improve the justice system.

JAG supports local law enforcement, including multi-jurisdictional drug and gang task forces, domestic violence and child abuse investigators, DARE and School Resource Officers, drug courts, corrections, treatment, victim services, information sharing/technology, and other prevention initiatives that strengthen the nation's criminal justice system.

Eligible Applicants:

Any state or local unit of government within Missouri, is eligible to submit an application for funding. However local units of government which receive a direct JAG allocation from BJA are not eligible to apply for these funds through DPS unless their proposed project is multi-jurisdictional. State agencies must have budgetary spending authority for their requests.

Purpose Areas:

JAG funds may be used for state and local initiatives, technical assistance, personnel, training, travel, equipment, supplies and operational costs, contractual support, and information systems for criminal justice for any one of the following 7 purpose areas:

1. Law Enforcement
2. Prosecution and Court
3. Prevention and Education
4. Corrections and Community Corrections
5. Drug Treatment
6. Planning, Evaluation, and Technology Improvement
7. Crime Victim and Witness (other than compensation)

Match Requirement:

There is no local match requirement for the 2014 JAG funding opportunity.

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
2014 JAG Certified Assurances	2014 JAG Certified Assurances.pdf	78 KB
2014 JAG Solicitation	2014 JAG Solicitation.pdf	78 KB
Mitigation Plan (for drug task forces)	Mitigation Plan - signed - Jerry Lee.pdf	117 KB
WebGrants How-To-Apply Manual	WebGrants - Grantee Application Manual (Nov 2011).pdf	4.0 MB

Website Links

Click on the URL to go to website

URL	Description
http://www.dps.mo.gov/dir/programs/cjle/jag.asp	MO Department of Public Safety, JAG webpage

FORM #1: GENERAL INFORMATION

1. Complete the form:
   - Primary Contact: select from the drop-down box, which will pre-populated based on name of the individual associated with the login information.
     - This individual will be the recipient of emails during the application, review, and negotiation phases.
   - Project Title: enter a brief descriptive title for the proposed project. If the application is a continued project, use the same project title from past years.
     - Do not use the grant or funding opportunity name!
   - Organization: select from the drop-down box, which will pre-populate based on the organization associated with the selected primary contact person.

1. Click "Save" when completed
2. Review the form
3. Click Edit to make changes and/or click the "Go to Application Forms" link to continue

STEP #5 – COMPLETE FORMS

The 'Application Forms' screen displays all the application forms for JAG.
The 'Complete' column will track the completion of each form.
The 'Last Edited' column will track any changes to each form.

Each form must be 'marked complete' before the application may be submitted.
A checkmark in the 'Complete' column will not prevent you from making edits.

FORM #2: CONTACT INFORMATION

1. Complete the entire form as indicated:
   - Authorized Official (AO) – the individual that has the ability to legally bind the applicant agency in a contract
   - Project Director (PD) – the individual that will have direct oversight of the proposed project
   - Fiscal Officer (FO) – the individual who has responsibility for accounting and audit issues at the applicant agency level
   - Officer in Charge (OIC) – the individual that will act as the supervisor or commander of the proposed project

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the data is complete

Check yourself…
1) Is each individual identified correctly?
2) Is the contact information current and accurate?

FORM #3: PROJECT SUMMARY

1. Complete the entire form as indicated:
   - Application Type – select 'New' or 'Continuation'
   - Current Contract Number(s) – leave blank if 'New' or enter your 2013 JAG contract number if 'Continuation'
   - Program Category – select purpose area
   - Project Type – select 'Statewide', 'Regional', or 'Local'
   - Geographic Area – enter general service area
   - Brief Summary – enter brief description of proposed project and costs
   - Program Income – select 'Yes' or 'No'

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Is the form current and accurate?

FORM #4: BUDGET

NOTE: Absent of local match, reflect the % of Funding Requested appropriately!

1. Complete the Budget:
   - To create new budget lines, click "Add" for the appropriate category
   - To edit an existing budget line, click on the blue hyperlink of the budget item, make the changes, and click "Save"
   - To delete an existing budget line, click on the blue hyperlink of the budget item and click "Delete"
   - DO NOT LEAVE $0 BUDGET LINES!

2. Complete the Budget Justification
   - To enter or edit, click "Edit"
   - Click "Save" when completed

3. Review for accuracy

4. Click "Mark as Complete" when the form is complete

Check yourself…
1) Are the budget lines clearly labeled? Is the basis for cost estimate clearly identified for each budget line?
2) Does the budget justification address each cost item and provide all requested information?

FORM #5: BRIEF HISTORY

Check yourself…
1) Did you clearly address the 3 requested questions?
2) Does the information provide DPS with a basic understanding of the project agency?

1. Provide the requested information:
   - When the drug task force originally organized
   - Why the drug task force organized
   - The number of agencies involved with the drug task force at the time of organization.

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

FORM #6: STATEMENT OF PROBLEM

1. Provide the requested information:

   - Identify problem references

   - Include facts and statistics

   - Identify existing resources, demographic or geographic specifications, etc.

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Are the problem references clearly identified and relative to the proposed project?
2) Did you include facts and/or statistics to support the problem references? Are the facts and statistics current?
3) Did you demonstrate a need for funding?

FORM #7: GOALS & OBJECTIVES

Goals and Objectives

Goal #1 - Collaboration with Other Law Enforcement Agencies

Objective #1 - Coverage and Collaboration

1. Does the project serve a county or city not previously served by a drug task force?* ○ Yes ○ No

2. Is there a county or city within or contiguous to the project service area not served by a drug task force?* ○ Yes ○ No

If No, explain. If Yes, identify the area(s) not served and the reasoning.

3. Does the project have a minimum of 10 agencies (not including a Prosecutor's Office) signing its Memorandum of Understanding (MOU)?* ○ Yes ○ No

If Yes, identify each of the signing agencies. If No, identify each of the signing agencies and explain why the project does not have 10 signers.

4. Does the task force actively engage with a prosecutor in the service area?* ○ Yes ○ No

If Yes, explain. If No, explain the plan to become actively involved with a prosecutor(s) in the service area.

Objective #2 - Investment

1. Do all of the agencies signing the MOU contribute resources (personnel, currency, equipment, fuel, office space, etc) to the task force?* ○ Yes ○ No

If Yes, explain. If No, identify the agencies that do not contribute and the reasoning.

Objective #3 - Deconfliction

1. Has the task force adopted a standard operating procedure for the de-confliction of all cases, to include when to deconflict, how to deconflict, and through which means?* ○ Yes ○ No

If Yes, explain. If No, identify the plan to implement such procedure.

Objective #4 - Information Sharing

1. Has the task force adopted a standard operating procedure for information sharing to include how information will be shared? * ○ Yes ○ No

If Yes, explain. If No, identify the plan to implement such procedure.

2. Does the task force participate in quarterly regional meetings?* ○ Yes ○ No

If Yes, explain. If No, identify the plan to coordinate and/or participate in quarterly regional meetings.

3. Does the task force participate in semi-annual statewide drug task force commander (OIC) meetings?* ○ Yes ○ No

If Yes, explain. If No, identify the plan to participate in semi-annual statewide meetings.

Goal #1 – Collaboration with Other Law Enforcement Agencies

Objective #1 – Coverage and Collaboration
- Serve a county or city not previously served by a drug task force?
- County or city within or contiguous to the service area not served?
- 10 agencies (not including a PA Office) signing its MOU?
- Actively engage with a prosecutor in the service area?

Objective #2 – Investment
- All of the agencies signing the MOU contribute resources?

Objective #3 – Deconfliction
- SOP for the de-confliction?

Objective #4 – Information Sharing
- SOP for information sharing?

- Participate in quarterly regional meetings?

- Participate in semi-annual statewide drug task force commander meetings?

FORM #7: GOALS & OBJECTIVES cont'd

Goal #2 - Minimum Standards

Objective #1 - Standard Operating Procedures (SOPs)

1. Has the task force adopted a standard SOP for the hiring/selection of personnel? * ○ Yes ○ No

If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.

2. Has the task force adopted a SOP for the development and use of informants? * ○ Yes ○ No

If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.

3. Has the task force adopted a SOP for the collection and storage of evidence? * ○ Yes ○ No

If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.

Objective #2 - Minimum Training

1. Have all narcotic officers on the task force received Basic Narcotic School (1 week) and Advanced Narcotic School (1 week) training? * ○ Yes ○ No

If Yes, identify the training provider(s). If No, identify the plan to obtain such training.

2. Have all narcotic officers on the task force received Clandestine Meth Lab Certification (1 week)? * ○ Yes ○ No

If Yes, identify the training provider(s). If No, identify the plan to obtain such training.

Goal #2 – Minimum Standards

Objective #1 – Standard Operating Procedures (SOPs)
- SOP for hiring/selection of personnel?
- SOP for development and use of informants?
- SOP for collection and storage of evidence?

Objective #2 – Minimum Training
- All narcotic officers received Basic Narcotic School and Advanced Narcotic School training?
- All narcotic officers received Clandestine Meth Lab Certification?

FORM #7: GOALS & OBJECTIVES cont'd

Goal #3 – Prevention and Education Activities

Objective #1 –Prevention
- Involvement in community prevention programs?

Objective #2 – Education
- Involvement in education/training programs?

Objective #3 – Rehabilitation
- Involvement in rehabilitation programs?

1. Provide the requested information

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Is the form completed correctly?

Goal #3 - Prevention and Education Activities

Objective #1 - Prevention

Community prevention programs include, but are not limited to, coalitions, prescription take-back events, neighborhood watch programs, and town hall meetings. Where applicable, describe the prevention programs(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

1. What is the task force's level of involvement in community prevention programs?*

Objective #2 - Education

Education/training programs include, but are not limited to, programs, presentations, and fair/expo booths for businesses, civic organizations, government organizations, law enforcement agencies, libraries, parents, students, teachers, etc. Where applicable, describe the prevention education/training program(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

2. What is the task force's level of involvement in education/training programs?*

Objective #3 - Rehabilitation

Rehabilitation programs include, but are not limited to, drug court and treatment programs. Where applicable, describe the rehabilitation programs(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

3. What is the task force's level of involvement in rehabilitation programs?*

Return to Top

FORM #8: PROPOSED SERVICE AREA

1. Provide the requested information:
   - Identify geographic area to be served
   - Details to easily locate the service area within the state
   - Total population in service area
   - Other geographic details (as applicable) pertinent to the service area

   - List the names of each agency that signed the MOU, as well as the names of other areas/agencies that will be served but have not signed the MOU

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Is the information current?
2) Is adequate information provided to easily locate the jurisdiction(s) within the state?
3) Does the list of member agencies match up with the MOU?
4) Are the names of agencies easily identified as either being signing or non-signing agencies?

FORM #9: SUPPLANTING

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Application

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)
Proposal Deadline: 06/18/2014

Instructions

Supplanting is defined as taking the place of or replacing with something else. Supplanting is strictly unallowable under this grant program. Federal/state funds cannot be awarded towards budget items that are and will continue to be funded by another source of money. Federal/state funds shall only be used to supplement existing funds.

Refer to the 2014 JAG Solicitation for examples of non-supplanting and supplanting.

Supplanting

Supplanting*

Describe whether or not other federal, state, or local funds are available to the applicant agency for the purpose of the project. Be specific!

If any of the following factors apply to the proposed project, provide information to address the factors that apply:

- *If other federal, state, or local monies are available, please address why JAG funding is being requested.*
- *If the application includes existing costs, explain how those costs are currently being funded and if and when that funding source will cease.*
- *If program income is anticipated or could be generated as a result of the grant-funded project, explain how those monies will not supplant JAG funds.*

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Check yourself…
1) Is the information current?
2) If other funds are available, have you addressed why they cannot be used for this project? Program Income?
3) If there are existing costs, have you addressed when and why the current fund source will cease?

---

1. Provide the requested information:

   - Describe if other funds are available for the project. If so, address why JAG funds are being requested.

   - Address any existing costs and the status of its current fund source.

   - Address program income, if such is possible.

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

FORM #10: REPORT OF SUCCESS

1. Provide the requested information:

   - If the project is "new", enter N/A

   - If the project is a "continuation", re-state the goals and objectives from the 2013 JAG application and clearly identify the results of those expectations.

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Is the information clearly outlined?
2) Is the information current?
3) Is the result of the expectations clearly identified?

FORM #11: AUDIT REQUIREMENTS

1. Complete the form:
   - Date of Last Audit
   - Dates covered by Last Audit
   - Name of auditing firm
   - Phone number for auditor
   - Date of Next Audit; enter TBD if unknown
   - Dates covered by Next Audit; enter TBD if unknown
   - Name of auditing firm for next audit; enter TBD if unknown
   - Amount of Federal and State assistance received during last audited period

2. Click "Save" when complete

3. Review for accuracy

4. If revisions are necessary, click "Edit" and then re-save when completed

5. Click "Mark as Complete" when the form is complete

Check yourself…
1) Is the form current and accurate?
2) Does the form reflect information for the applicant (e.g. city, county, state department)?

FORM #12: REQUIRED ATTACHMENTS

1. To upload the required document, click on the blue hyperlink

2. To delete an uploaded file, click on the recycle bin in the "Delete" column

3. Click "Mark as Complete" when the form is complete

- **Memorandum of Understanding (MOU):** agreement between each municipality and/or political sub-division that pledges to participate in the multi-jurisdictional project.
    - Should contain organizational and operations mandates.
    - Should be current and contain the signatures and date of signature of each member party. If the MOU is not re-signed from year-to-year, must include a letter indicating it is still in effect.
- **Standard Operating Procedures (SOPs):** policies and procedures adopted and used by the narcotic unit.

Check yourself…
1) Is the MOU current & complete?
2) Are the SOPs current & complete?
3) Is the file type a commonly used program? If not, DPS may not be able to open it.
4) Is the file password protected?

FORM #13: OTHER ATTACHMENTS

Applicants not providing additional attachments should just click "Mark as Complete" and continue.

Check yourself…
1) Is the attachment relative to the project?
2) Is the file type a commonly used program? If not, DPS may not be able to open the file.
3) Is the file password protected? If so, need to remove.

Potential "other" attachments:
- Vendor quote
- Documents to support narrative
- Letters of support

1. To upload an additional document:
   - Click "Add"
   - Browse for the attachment on your computer or storage device
   - Enter a brief title for the document
   - Click "Save"

2. To delete an uploaded file, click on the recycle bin in the "Delete" column

3. Click "Mark as Complete" when the form is complete

FORM #14: CERTIFIED ASSURANCES

1. Obtain a copy of the 2014 JAG Certified Assurances and read thoroughly

2. Obtain a copy of the Mitigation Plan and read thoroughly

3. Complete the form

4. Click "Save" when complete

5. Review for accuracy

6. Click "Mark as Complete" when the form is complete

Check yourself…
1) Does your Authorized Official agree with the terms and conditions? If not, have you provided a valid reason?
2) Did the correct Authorized Official "sign" the form?
3) Is the Date reflective of the current funding opportunity?

STEP #6 - REVIEW/SUBMIT APPLICATION

- Preview Application
  - Read through the entire application
  - Review your budget
  - Have another individual critique your proposal!

- Click "Submit"
  - Confirmation screen will appear
  - Primary Contact will receive confirmation email of submission

- Contact DPS staff at dpswebgrants@dps.mo.gov prior to deadline if revisions are necessary to a submitted application

- Contact DPS staff at dpswebgrants@dps.mo.gov within 24 hours after the deadline if technical issues with WebGrants prevents you from submitting your application by the deadline.

POST-APPLICATION INFORMATION

APPLICATION REVIEW

- Grant Review Meeting: TBD

- Applicants will <u>not</u> be contacted if their application is deficient of information

- Applicants will receive notification via WebGrants following the review meeting; timeframe unknown

- Funding will not be released through any other forum – so <u>please</u> be patient!!

EVALUATION CRITERIA

- Demonstration the project fits within parameters of JAG Program

- Demonstration of need

- Correlation between the cost of the project and the objectives to be achieved

- Probability of project to meet goals and objectives

- Justification for items being requested

- Demonstration that funds will not be used to supplant other federal, state, or local funds

- Overall quality and completeness of the application

- Compliance with statutory reporting requirements (e.g. UCRs, Racial Profiling, Federal Forfeiture Report)

- Legally binding signature of the proper Authorized Official on Certified Assurances application form

- Availability of funding

GRANT AWARD & ACCEPTANCE

Approval/Denial Notifications

↓

Revisions Due (if necessary)

↓

Award Documents Sent

↓

Award Documents Due

↓

DPS Authority Signs Contracts

↓

Contracts Begin July 1, 2014
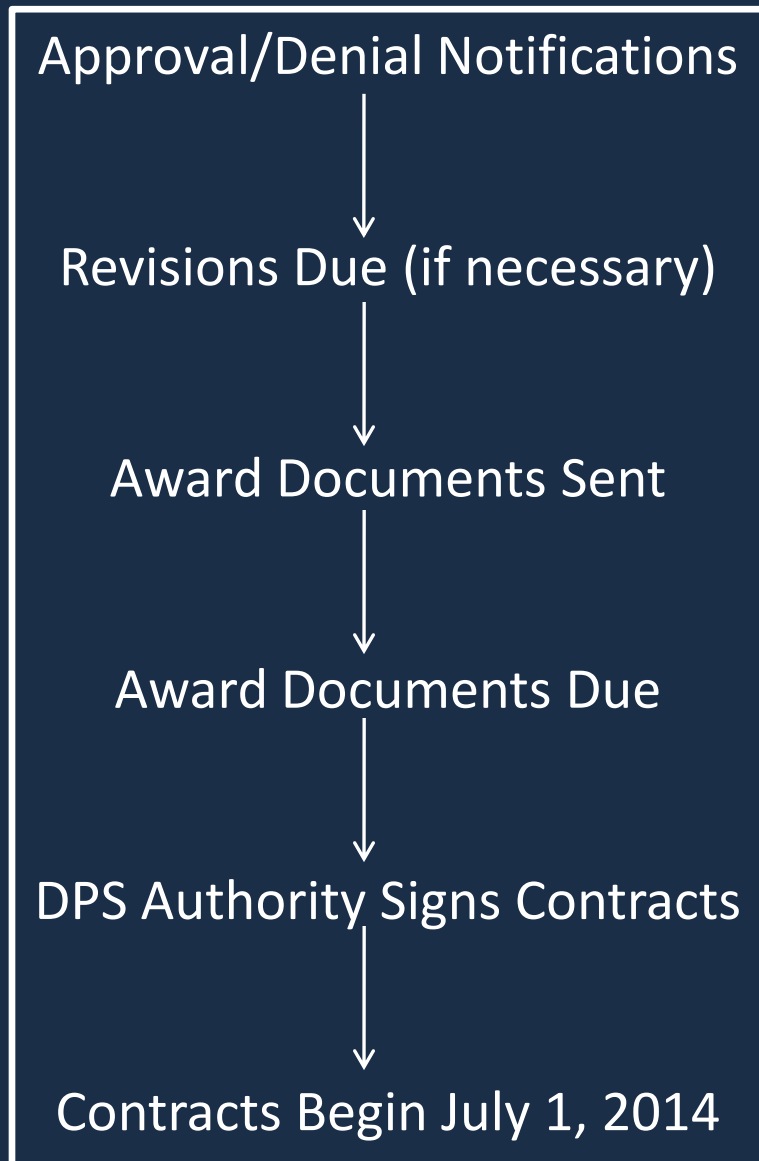
- Awarded = will be instructed at a later date to print and return:
  - Signed Award of Contract
  - Signed Certified Assurances
  - 'Mandatory Wear' vest policy, if vests are included in budget
  - Application

- Projects must be operational within 60 days of contract period start date

- Must notify in writing if the project is not operational within 60 days

- Must notify in writing if the project is not operational within 90 days; could be subject to termination

POST-AWARD REPORTING REQUIREMENTS

REPORTING REQUIREMENTS

- Claims – Monthly
  - Submit your actual expenditures for reimbursement
  - Due 10th of the month following reporting period

- Status Reports – Quarterly
  - Submit your activities, obstacles, & statistics
  - Due 10th of the month following reporting quarter

- PMT Reports – Quarterly
  - Submit your financial and program activities
  - Due 15th of the month following reporting quarter

- Law Enforcement Task Force Training
  - Currently funded drug task forces will have to re-complete training within 120 days of the award (by October 28, 2014); exceptions will be for persons with a certificate dated between January 1 – June 30, 2014
  - Any new personnel need to complete the training within 30 days of hire (or change) date

OTHER RESOURCES

OTHER AVAILABLE RESOURCES

- ## COPS Hiring Program

  U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) awards grants to hire and train community police professionals. www.cops.usdoj.gov

- ## Bulletproof Vest Program (BVP)

  U.S. Department of Justice initiative created in 1998. BVP funds up to 50% of the cost of each vest purchased or replaced.

  www.ojp.usdoj.gov/bvpbasi

- ## Department of Defense (DoD) Program

  Administered by DPS to provide excess military equipment to law enforcement agencies for use in counter-narcotics, counter-terrorism, and officer safety efforts.

  http://www.dps.mo.gov/dir/programs/cjle/dod.asp

- ## MO Crime Prevention Information Center

  Established within DPS in 1994 as an information clearinghouse for crime prevention efforts. Items such as brochures, coloring books, crayons, pens, bookmarks, key chains, and litterbags are available upon request at no cost (other than shipping). Videos, Fatal Vision Goggles, and the McGruff Costume are also available on a loan basis

  http://www.dps.mo.gov/dir/programs/cjle/crimeprevention.asp

- ## Other DPS Grants

  http://www.dps.mo.gov/dir/grants.asp